



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

MANAGER, CIVIL ENGINEERING REVIEW

Class No. 000390

■ CLASSIFICATION PURPOSE

To coordinate, manage, and monitor the progress of private development engineering and conditioning; to create and implement public policy as it relates to public works projects; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

The Manager, Civil Engineering Review is a classification in the unclassified service, allocated only to the Land Use and Environment Group. Incumbents in this class work under the administrative direction of a Deputy Director or Assistant Director of Public Works, and have significant responsibility for formulating and administering county policies and programs for management of private development projects throughout the unincorporated area of San Diego County. This class is responsible for managing all activities and directing supervisory personnel assigned to the Private Development Review section.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class (es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Plans, organizes, directs, and manages all activities of Private Development Review for the unincorporated area of San Diego.
2. Develops, makes recommendations, and implements County ordinances, policy and procedures for a variety of public works services.
3. Directs development and implementation of short and long-range Countywide and departmental plans and objectives relative to private development, tentative maps, final maps, and improvement plans.
4. Directs the development, implementation, and monitoring of appropriate performance indicator data collection and analysis.
5. Monitors and reports regularly on the section's progress toward accomplishing operational plan objectives.
6. Reviews and evaluates the section's work, risks, and productivity by performing observations of operations and projects, and implements needed changes.
7. Reviews and negotiates contracts as needed for outside services or equipment.
8. Oversees the section's annual budget and monitors revenue and expenditure transactions, including a complex fee and deposit system.
9. Prepares executive and technical reports and correspondence.
10. Acts as a liaison with other public and private agencies and coordinates meetings and other communications with land development stakeholders.
11. Performs special studies and projects as assigned by the Deputy Director, Assistant Director, or Director of the Department of Public Works.
12. Supervise subordinate managers, supervisors, and staff.
13. Acts in the absence of the Deputy Director or Assistant Director.
14. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete, and up-to-date information in a courteous, efficient, and timely manner.

■ KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Civil Engineering aspects of private development projects including grading, drainage and storm water systems, road design and traffic engineering.
- Land Subdivision aspects of private development projects including tentative maps, parcel maps, final maps, and associated grading, drainage system and road improvement plans.
- Civil engineering, land surveying, construction or project management theories, procedures, and methods.
- Federal, state, and local regulatory codes related to public works activities and operations.
- Environmental laws and requirements, preferably, to include California Environmental Quality Act (CEQA).
- Principles, practices, and tools for program planning, management, supervision, and training.
- Principles and theory of public administration, including general administration, human resources management and fiscal and management and accounting (including activity-based costing and cost/profit center accounting).
- Principles and tools for implementing performance measurement, quality and productivity improvement, including business process reengineering, gain sharing, managed competition, organizational development and change management, and employee relations.
- Contract negotiations and administration.
- The County of San Diego General Management System in principle and in practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Plan, organize, and direct the activities of a major section of departmental staff involved in performing a variety of public works services.
- Identify and resolve operational problems.
- Develop and implement departmental policy and procedures.
- Prepare section budget, monitor revenues and expenditures, identify risks and mitigating actions, and implement corrective actions.
- Establish appropriate performance indicators to track the section's work products in terms of both output and outcome, cost effectiveness, schedule adherence, and quality.
- Coordinate section activities with outside jurisdictions and public/private agencies.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give presentations on the sections functions, activities, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from government, industry, media and other agencies.
- Communicate effectively orally and in writing.
- Treat County employees, representatives of outside agencies, and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: a bachelor's degree from an accredited college or university, or certified equivalency for foreign studies, in civil engineering; AND, five (5) years of senior management-level experience. Experience in a public works agency is desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent upward and downward flexion of the neck; walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

Certification/Registration

Registration by the State of California as a Professional Engineer (Civil Engineering) OR ability to obtain within one year of appointment.

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Working Conditions

Field work. Office environment.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

New: April 27, 2007

Manager, Civil Engineering Review (Class No. 000390)

Union Code: UM

Variable Entry: Y